

OCCUPATIONAL QUESTIONNAIRE
NURSE PRACTITIONER POSITION

1. Choose one statement from the descriptions below that best describes you. Please CIRCLE only one letter. (A, B, or C)
 - A. I have never been convicted of a felony offense.
 - B. I have been convicted of a felony offense, but I have proof of relief of firearms disabilities that expressly authorizes me to carry a firearm. Proof of relief of firearms disabilities is enclosed with my application package.
 - C. I have been convicted of a felony offense, and I do not have proof of relief of firearms disabilities. STOP HERE. You do not meet a condition of employment based on the Omnibus Crime Control and Safe Streets Act that prohibits felons/ex-felons from possessing firearms.

2. Choose the statement from the descriptions below that best describes you. Please CIRCLE only one letter. (A, B, or C)
 - A. I have never been convicted of a misdemeanor crime of domestic violence.
 - B. I have been convicted of a misdemeanor crime of domestic violence but I have proof that the conviction has been expunged or set aside or I have been pardoned. Proof of my exoneration is enclosed with my application package.
 - C. I have been convicted of a misdemeanor crime of domestic violence that has not been expunged or set aside or I have not been pardoned. STOP HERE. You do not meet a condition of employment based on Title 18, United States Code, Section 922(g)(9) that prohibits offenders from possessing firearms.

3. Choose the statement from the descriptions below that best describes you. Please CIRCLE only one letter. (A, B, C, or D)
 - A. I have graduated from a professional school of nursing that was approved by the official accreditation body for the State, the District of Columbia, the Commonwealth of Puerto Rico or a U.S. Territory for the year of my graduation (or education equivalent to the type described) AND I possess an active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.
 - B. I graduated from a State approved school of professional nursing within the past 12 months but I do not possess a registration as a professional nurse.

- C. I will graduate from a State approved school of professional nursing within the next nine months and I do not possess a registration as a professional nurse.
- D. I do not fully meet the requirements in 3A, B, or C above. STOP HERE. You do not meet the basic qualification requirements for a Nurse Practitioner position at the GS-9 or GS-11 grade levels.
4. From the responses below, select the one that most closely and accurately describes the education and/or experience you possess and demonstrates your ability to perform Nurse Practitioner work. Review the Qualification Requirements in the Nurse Practitioner Announcement 610 prior to making your selection. Please CIRCLE only one letter. (A, B, or C)
- A. OPTION 1: I have completed the requirements described in 3A, B, or C that included completion of all requirements for a Master's Degree (or equivalent) or 2 full years of progressively higher level graduate education in nursing OR OPTION 2: I have completed the requirements described in 3A, B, or C AND I have one year of specialized professional experience equivalent to at least the GS-7 grade level in the Federal Service OR OPTION 3: I have completed the requirements described in 3A, B, or C AND I have equivalent combinations of successfully completed graduate level education (13 to 23 months) and specialized professional experience (equivalent to the GS-7 grade level in the Federal Service) to meet the requirement of one year of specialized experience.
- B. OPTION 1: I have completed the requirements described in 3A, B, or C that included completion of all requirements for a Doctoral Degree (PH.D. or equivalent) or 3 full years of progressively higher level graduate education in nursing OR OPTION 2: I have completed the requirements described in 3A, B, or C AND I have one year of specialized professional experience equivalent to at least the GS-9 grade level in the Federal Service OR OPTION 3: I have completed the requirements described in 3A, B, or C AND I have equivalent combinations of successfully completed graduate level education (25 to 35 months) and specialized professional experience (equivalent to the GS-9 grade level in the Federal Service) to meet the requirement of one year of specialized experience.
- C. I do not fully possess the amount or type of education and/or experience in any of the above responses.

When responding to items number 5 through 9, select one response in EACH item that most closely and accurately describes the level of education and/or experience you possess and demonstrates your ability to perform Nurse Practitioner work. Review the Qualification Requirements in the Nurse Practitioner Announcement 610 prior to making your selections. Please CIRCLE only one letter in EACH item for numbers 6 through 10. (A, B, C, or D) PROVIDE DETAILED DESCRIPTIONS OF DUTIES ON YOUR APPLICATION OR RESUME TO SUPPORT THE RESPONSES YOU SELECT BELOW.

5. Skill in making diagnosis and selecting and providing appropriate treatment for medical or surgical emergencies (life or death or severe injury), as indicated until emergency assistance arrives.

A. With a high degree of independence and responsibility, I have provided care in an emergency or surgical setting (e.g., treated injured individuals with life threatening emergencies such as cardiac arrest, respiratory arrest, stroke, shock, or head trauma; worked as a Nurse Practitioner in an emergency room; directed a medical response team in an emergency situation; performed advanced cardiac life support (ACLS) or advanced trauma life support (ATLS) on individuals; OR certified as a paramedic).

OR

B. I have provided care in a clinical setting under the supervision of a physician (e.g., gained experience as a Nurse Practitioner in an urgent care clinic; worked as a Registered Nurse in an emergency room or critical care setting; assisted a physician or medical team in life threatening emergencies; treated patients with common injuries such as fractures, simple lacerations, strains, sprains that require splinting, and human bites; performed suturing of an open wound or laceration; OR certified for Advanced Cardiac Life Support (ACLS) or completed Advanced Trauma Life Support (ATLS) training; OR certified as an Emergency Medical Technician (EMT).

OR

C. I have provided limited care to patients under clearly defined guidelines or under close supervision of a physician (e.g., treated patients with simple injuries such as insect bites, scrapes, abrasions, non-splinting sprains and strains; worked as a Nurse Practitioner in a primary care setting such as a doctor's office; OR nationally certified as a Nurse Practitioner; OR currently certified for CPR; OR completed Advanced First Aid or Emergency Medical Technician (EMT) training).

OR

D. I do not fully possess the type of education and/or experience reflected in any of the above responses.

6. Ability to assess a patient's condition, and to initiate appropriate treatment.

A. I have been independently responsible for identifying a medical condition and determining the appropriate course of action with limited/occasional consultation from a physician (e.g., diagnosed and managed patients with multiple, complex, chronic and acute health problems such as AIDS, cancer, liver failure, asthma, hypertension or diabetes; worked as a Nurse Practitioner in a prison or mental health environment; worked as a Nurse Practitioner in a satellite clinic in the absence of the physician).

OR

- B. With limited independence, I have identified and treated medical conditions with minimal consultation from the physician (e.g., as a Nurse Practitioner, provided long term care to patients in nursing homes, Veterans Administration (VA) Hospitals/Clinics, or homes for the developmentally disabled; conducted sick call with minimal supervision; gained experience as a Nurse Practitioner working in a clinical/primary care environment).

OR

- C. I have worked closely under the full supervision of a physician in providing care to patients (e.g., performed history and physical examination on well individuals and identified at risk behavior; diagnosed and treated common illnesses/minor injuries such as ear pain, respiratory infections, gastrointestinal upset, headaches and colds; gained experience ONLY in a specialty (non-primary) area such as dermatology, ear, nose, and throat (ENT).

OR

- D. I do not fully possess the type of education and/or experience reflected in any of the above responses.
7. Knowledge of pharmaceuticals to treat disease and illness, to include a knowledge of the mechanism of action, side effects, toxic nature and drug interactions of medications.
- A. I have independently, or with minimal consultation, prescribed medication for complex medical conditions (e.g., adjusted prescription dosage (such as insulin and diabetic medications) to stabilize patient; managed patients on multiple medications; managed patients with complex conditions, gained experience prescribing specialized drugs such as anti-rheumatoid arthritis, anti-coagulants (blood thinners), and blood products).

OR

- B. I have independently prescribed medication for common medical conditions (e.g., prescribed medication using a fixed formulary; monitored stable patients on medications for chronic diseases; developed familiarity with commonly prescribed medications such as antibiotics, low dose steroid creams, inhalators, non-steroid anti-inflammatory drugs, or pain medication; OR successfully completed Continuing Medical Education (CME) training in any area of pharmacology).

OR

- C. I have, under direct supervision, prescribed medication for routine medical conditions (e.g., prescribed medication to patients following established protocol or standing orders; instructed patients on side effects and expected results; OR successfully completed a basic

pharmaceutical class).

OR

D. I do not fully possess the type of education and/or experience reflected in any of the above responses.

8. Ability to perform and interpret diagnostic tests in order to determine therapeutic treatment plans.

A. I have independently interpreted a wide range of diagnostic tests and prescribed therapeutic medical care with occasional consultation with a physician (e.g., conducted specialized tests such as exercise treadmill test (stress tests), sigmoidoscopy; interpreted and responded appropriately to specialized laboratory studies addressing areas such as HIV, anemia work-ups, cardiac enzymes, arterial blood gas (ABG), liver disease and other immune system related problems; interpreted tests results for patients with complex health problems/multiple disorders; followed-up and ordered supplemental tests after identifying abnormalities; performed incisional biopsy from skin for testing; conducted X-ray tests)

OR

B. I have experience interpreting routine diagnostic tests and prescribing therapeutic medical care under minimal supervision (e.g., demonstrated experience interpreting X-rays, electrocardiograms (EKG), liver function tests, blood sugar and diabetics tests, pulmonary function tests; conducted shave and punch biopsy; ordered CAT/MRI or bone scan in consultation with Physician; performed and interpreted hemoglobin tests, saline and KOH preparations).

OR

C. I have experience which shows the ability to interpret simple diagnostic tests with supervision (e.g., interpreted basic diagnostic tests such as complete blood count (CBC) and urinalysis (UA); interpreted hearing and vision tests; conducted tests such as finger stick for blood sugar or dip stick for urinalysis; experience recognizing cardiac rhythm on a rhythm monitor or telemetry; demonstrated experience collecting specimens such as throat cultures, clean voided urine, venipuncture, blood products, stool specimens and skin scrapings).

OR

D. I do not fully possess the type of education and/or experience reflected in any of the above responses.

9. Ability to deal effectively with patients.

- A. I have extensive experience working effectively with a variety of patients, including those of diverse/multi-cultural backgrounds regarding a variety of medical conditions (e.g., experience diffusing a crisis involving angry, violent, or/and manipulative patients; lead a support/self help patient group; extensive experience treating patients with diverse/multi-cultural backgrounds for medical/psychiatric health problems).

OR

- B. I have experience working effectively with patients regarding a variety of medical conditions (e.g., explained in laymen terms complex medications and medical problems involving conditions such as coronary heart disease, diabetes, hypertension; gained some experience treating patients with diverse/multi-cultural backgrounds for health problems; asked open ended questions to gather detailed medical information from patients with complex medical problems).

OR

- C. I have limited experience working with patients in a medical setting (e.g., described in laymen terms common medication and problems such as colds, flu, and headaches; asked open-ended questions to take history and gather basic medical information from coherent patients with common medical problems).

OR

- D. I do not fully possess the type of education and/or experience reflected in any of the above responses.

RATING GUIDELINES FOR NURSE PRACTITIONER QUESTIONNAIRE

QUESTIONS 1, & 2 - Screen out questions.

QUESTION 3 - If “B” is circled and the applicant is qualified, the notation “Must Obtain Professional Registration Within Six Months From Appointment Date” Must be documented on the application, rating sheet, and next to the applicant’s name on certificates.

If “C” is circled and the applicant is qualified, the notation described in “B” must be used PLUS add the notation “Subject to Completion of Education Requirements”.

QUESTION 4 - Eligibility determination:

A = Eligible at GS-9 grade level (70 points)
B = Eligible at GS-11 grade level (70 points)
C = Ineligible (0 points)

QUESTIONS 5-9 - Rating points for LEVEL of education and experience:

A = 5 points
B = 3 points
C = 1 point
D = 0 points

MAXIMUM POSSIBLE POINTS = 95 (without veteran preference)

NOTE: VERIFY THAT THE APPLICANT PROVIDED THOROUGH DOCUMENTATION TO SUPPORT ALL CIRCLED ANSWERS.